



Tonnage Report & Fee Calculation Form for Transfer Stations Technical Guidance Document SW 08-02

The owner or operator of each solid waste transfer station in Kansas is required to provide periodic reports to the Bureau of Waste Management (BWM) regarding the tons of waste transferred through the transfer station. This document provides guidance on completion of the Transfer Station Solid Waste Tonnage Report and Fee Calculation form.

How frequently should I send a report?

Reports for transfer stations must be turned in quarterly, although reports may be submitted monthly if that is more convenient. Please contact BWM if you wish to change your reporting frequency.

When are the reports due?

The reports are due by the last day of the month following the end of the reporting period.

As a convenience, BWM mails a report form to transfer stations near the end of the reporting period. If your transfer station does not receive a form, it does not excuse you from turning in the form. You may use the blank form at the end of this document, or print off a blank form from the BWM website at www.kdheks.gov/waste/.

What should I include in the report?

You must report all solid waste that has been transferred to another facility for disposal in a landfill. Do not report waste that has not yet been transferred to another facility.

Do not use the Transfer Station form to report waste that is placed in a landfill at your facility, composted, or sent off-site to be recycled. BWM sends out separate forms for reporting waste that is landfilled, composted, or recycled.

Which is the right category for the waste?

Refer to the following descriptions to determine how to report the waste:

C&D: Construction and demolition waste is:

- 1) Solid waste resulting from the construction, remodeling, repair and demolition of structures, roads, sidewalks and utilities;
- 2) untreated wood and untreated sawdust from any source;
- 3) small amounts of MSW generated by the consumption of food and drinks at C&D sites;
- 4) furniture and appliances from which CFCs have been removed;
- 5) motor vehicle window glass; and
- 6) vegetation from land clearing and grubbing, utility maintenance, and seasonal or storm-related cleanup.

NOTE: **C&D** waste **does not include** material containing friable asbestos, garbage, electrical equipment containing hazardous materials, appliances from which CFCs have not been removed, **tires**, drums and containers even though the wastes resulted from C&D activities.

Industrial: Industrial waste is solid waste resulting from manufacturing, commercial and industrial processes which is not suitable for discharge to a sanitary sewer or treatment in a community sewage treatment plant or is not beneficially used in a manner that meets the definition of recyclables.

Tires: Waste tires are tires that have been removed from a vehicle or aircraft following a period of use and are no longer suitable for their original intended purpose because of wear, damage or defect.

Special: Special waste is solid waste that because of physical, chemical, or biological characteristics, requires special management standards due to concerns for owner or operator safety regarding handling, management, or disposal. The generator of the special waste must obtain a special waste disposal authorization from BWM prior to transfer and disposal.

Waste that would otherwise fit into another category, for example industrial waste, should be reported as Special Waste if a special waste disposal authorization was required.

MSW: Municipal solid waste includes residential waste, commercial waste, and institutional waste. White goods, such as large household appliances, water heaters, microwave ovens, dehumidifiers, trash compactors, and air conditioners are also considered MSW.

How do I record waste sent to a KS landfill?

Wastes transferred to a landfill in Kansas are reported on the front side of the report form. The name and city of the landfill must be provided. The transfer station does not pay a state tonnage fee for wastes sent to landfills in Kansas.

How do I record waste sent to another state?

Any waste transferred to an out-of-state landfill must be reported on the back side of the report form. The name and city of the landfill must be provided.

A solid waste tonnage fee of \$1.00 is imposed for each ton of solid waste transferred out of Kansas through a transfer station, with the exception of the following:

- 1) Waste tires.
- 2) Sludge from public drinking water supply treatment plants, if placed in a monofill.
- 3) Clean rubble (unless mixed with other C&D waste).

- 4) Vegetation from land clearing and grubbing, utility maintenance, and seasonal or storm-related cleanup.
- 5) C&D waste generated by a government entity in Kansas, or anyone acting on the government's behalf.
- 6) Industrial waste disposed of at a solid waste disposal area which is permitted by the Secretary, owned or operated by or for the industrial facility generating the waste, and used only for industrial waste generated by the industrial facility

There are two sections on the back side of the report form. The top section is for waste that is exempt from the tonnage fee. The lower section is for wastes subject to the tonnage fee.

How do I record imports?

Under the column heading "Source of waste" indicate which state the waste was imported from on the line next to "Other."

NOTE - THIS HAS CHANGED: Solid waste received from a state other than Kansas will be reported as an import by both the transfer station and by the final disposal facility. The transfer station must report the amount of waste that was received from each state to the disposal facility. This report may be made at the time of transfer or at some other time agreed upon by the transfer station and the landfill.

Where do I go for more information?

The information in this guidance document is based on the following statutes and regulations: KSA 65-3402, KSA 65-3415b, KAR 28-29-03, and KAR 28-29-23. These laws and regulations can be downloaded from the BWM website or from the Kansas Legislature website at www.kslegislature.org/ Please call the Bureau of Waste Management at (785) 296-1600 with any questions you may have.

For additional information regarding proper management of solid waste in Kansas, you may contact the Bureau of Waste Management at (785) 296-1600 or the address at the top of this document, or visit the Bureau's website at <http://www.kdheks.gov/waste/>

Transfer Station
Kansas Department of Health and Environment
Solid Waste Tonnage Report & Fee Calculation

Reporting Period: _____

Report Due: _____

Permit # _____

Facility Name: _____

If no solid waste was transferred during the reporting period, check here and sign below. ☐

Tons of Waste Sent to Landfills in Kansas

Source of Waste	C&D	Industrial	Tires	Special	MSW
KANSAS					
OTHER _____					
Name & City of Disposal Facility					

If any waste was transferred through this transfer station to an out-of-state destination, please fill out the tables on the back of this form.

Mail form to: KDHE/BWM
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete.

Name/Title _____ Phone _____

Signature _____ Date _____

Tons of **Waste Exported Out of State** which are **EXEMPT** from the **Transfer Station Tonnage Fee**.

Source of Waste	C/D	Industrial	Tires
KANSAS			
OTHER_____			
Name & City of Disposal Facility			

Tons of **Waste Exported Out Of State** which are **SUBJECT** to the **Transfer Station Tonnage Fee**.

Source of Waste	C/D	Industrial	Special	MSW	Totals
KANSAS					
OTHER_____					
Name & City of Disposal Facility					
Fee (\$1.00/ton):					

Make check payable to: SW Mgmt Fund - KDHE

Mail form & check to: KDHE/BWM
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete.

Name/Title _____

Phone _____

Signature _____

Date _____

Credit Card Payment

A 2.5% convenience fee will be assessed on this transaction to cover costs associated with the acceptance of this credit card.

Tonnage Fee _____ x 1.025 = _____ amount billed to credit card. *

Discover Account Number: _____

Expiration Date: ____ / ____

Name as it appears on the card: _____

Mailing address: _____

City / State / Zip Code: _____

Signature*: _____

**By my signature, I acknowledge my understanding that a 2.5% convenience fee is being included in the final total of this transaction.*

Daytime Phone: _____ Evening Phone: _____